

CITY OF SAN ANTONIO
Parks and Recreation Department



REQUEST FOR INTEREST
("RFI")

for

LICENSE OF SPORTS FIELDS AT SOUTHSIDE LIONS PARK
"RFI 2015-058, 6100006026"

Date Issued: Friday May 15, 2015
Responses Due: Friday, May 29, 2015 at 3:00 p.m., CT

Purpose

The purpose of this Request for Interest (RFI) is to enable the City of San Antonio, Parks and Recreation Department (City) to ascertain the level of interest by non-profit organizations whose service delivery includes youth baseball sports leagues for the long-term license and operation of a sports field complex at Southside Lions Park. Only non-profits in good standing with their sports affiliate or governing body will be considered for the occupancy and full operation of the sports field complex solely at the operator's expense to include programming, concessions, maintenance, and capital repair and improvement of the premises.

Overview

In 2008, the City and Bexar County entered into a cooperative agreement to fund \$3.3 million dollars for the development, construction, and activation of a sports facility on public park land at Southside Lions Park, using Bexar County Venue Tax Program funds. The intended purpose was to provide a venue for baseball for the youth and young adults of both the local community as well as for regional competition at the facility, and to enhance economic development in Bexar County and the neighborhood surrounding the sports facility.

The City of San Antonio Parks and Recreation Department is requesting information from prospective non-profit youth baseball organizations to determine their interest and experience in delivering baseball programming year-round, specifically related to the seven (7) baseball field sports complex with batting cages and concession building located at Southside Lions Park.

Through this RFI the City will establish interest in a long-term license for full operation of the sports complex located at Southside Lions Park while clearly identifying the attributes for success to maximize league play and facility maintenance at the City's sports complex described in this RFI. License and operation of the sports complex will be the responsibility of the non-profit tenant without contribution or subsidy by the City or Bexar County.

Objective

This RFI will identify the following:

- List of potential non-profit operators;
- Summary demographics of interested non-profits including number of teams and youth served;
- Years of experience maintaining a sports complex to include facility name, size, and related information specific to interested non-profit operators; and
- Operational and business considerations of respondents such as, but not limited to required general operating equipment and service delivery strategies for successful year-round programming.

RESPONDENTS SHALL PROVIDE THE FOLLOWING INFORMATION WITH THEIR SUBMISSION RESPONSE TO THIS RFI:

The City seeks to identify interested non-profit organization for the license of a sports complex located at Southside Lions Park which consists of seven (7) youth baseball fields and related amenities. Respondents shall include with their letter of interest a business profile of the organization with an executive summary of their experience to include the following:

- Non-profit name as registered with the Texas Secretary of State including D/B/A, if applicable;
- Current Leadership or Board structure including names of Director, Administrators, Officers, etc.
- Governing sports affiliate name and contact information;
- Program operations and demographics;
- Development of youth sports leagues;
- Concession operations; and
- Sports complex maintenance (list facility name and location) and improvements.

Respondents may include other information in the executive summary to establish its profile.

Subsequent to this RFI the City intends to issue a Request for Qualifications (RFQ) for interested non-profit organizations to submit formal proposals which will be evaluated and scored by a joint City and Bexar County evaluation team.

RESPONSE SUBMISSION:

The deadline for submitting the RFI Response is **3:00 p.m., Central Time, Friday, May 29, 2015**. Please submit three (3) copies of your response in a sealed envelope marked, “RFI-2015-058, 6100006026 **LICENSE OF SPORTS FIELDS AT SOUTHSIDE PARK.**” Responses should be submitted in person or by mail to:

City of San Antonio, Parks and Recreation Department – Contract Services Division
ATTN: RFI -2015-058, 6100006026– LICENSE OF SPORTS FIELDS AT SOUTHSIDE LIONS PARK
Karen Dlugosz, Senior Management Analyst
114 W. Commerce Street 11th Floor
San Antonio, Texas 78205

This RFI is posted on the City of San Antonio web page: <http://www.sanantonio.gov/RFPListings/>

Any submissions after 3:00 P.M., CT, Friday, May 29, 2015 will not be accepted.

The City will coordinate with Bexar County on responses to all questions regarding this RFI. Such questions and responses will be posted with this solicitation.

General Terms and Conditions of the Request for Interest (RFI)

1. This is **ONLY a REQUEST FOR INTEREST (RFI)** and should not be construed as intent, commitment, or promise to enter an agreement with a Respondent.
2. **THIS IS A TWO-STEP PROCESS. THE CITY INTENDS TO SUBSEQUENTLY ISSUE A REQUEST FOR QUALIFICATIONS (RFQ). ANY QUALIFIED AND INTERESTED PARTY MAY RESPOND TO THE RFQ AND SUBMIT A PROPOSAL WHETHER OR NOT THEY RESPONDED TO THIS RFI.**
3. The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by vendors in the preparation of the Request for Interest. The City will not pay for any information herein requested nor is liable for any costs incurred by the vendor. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required but if they are presented, the City will not be responsible for this cost.
4. This RFI is being submitted strictly for the purpose of gaining knowledge of the services available on the market that address the purpose of the RFI.
5. The City will review all information and recommendations received to assess interest and establish the RFQ.
6. Confidential or Proprietary Information. All Request for Interest responses become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
7. The City welcomes vendors to submit any pertinent information that the City should consider, including considerations the City has not included in this RFI.
8. At a later time, the City may release its requirements, in whole or in part, to the responses received for this RFI, and pursue a contract through the normal fair competitive bidding process.

A. Respondent Information: Provide the following information regarding the Respondent.

Respondent Name: _____

(NOTE: Give exact legal name.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

B. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____